



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## EMPLOYMENT STANDARDS INVESTIGATOR I

Job Number: 20000897

Job Code: 37500V150816

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 03/16/1984

Job Revised: 02/24/2006

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs entry level work in the investigation of business establishments and public works construction projects to assure compliance with Kentucky and federal labor laws and investigates complaints against Kentucky employers pertaining to state and federal labor laws; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree (including a minimum of two courses in accounting or math).

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in payroll inspection/auditing, payroll analysis, payroll preparation/computation, or an investigative field that involves the auditing/examination of financial records will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under direct supervision, makes physical inspections of business establishments to assure compliance with state and federal laws pertaining to wages, hours of work, exemptions of coverage, methods of concealing illegal actions through recordkeeping, and rights of people with disabilities. Under direct supervision, makes physical inspections of public works construction projects to assure compliance with state and federal laws pertaining to wages, hours of work, classification of employees, and methods of concealing illegal actions through recordkeeping. Studies and transcribes portions of payroll and time records to determine if minimum wage, overtime and Seventh Day Law have been paid as prescribed by law. Interviews employees and employers to verify records and to determine if laws relating to the employment of minors have been violated. Makes payroll examinations on claims for unpaid wages. Discusses violations disclosed by investigations with the employer, and where possible, obtains an agreement to correct the violations and make restitution of unpaid wages due under the law. Under direct supervision, makes or supervises the computation and payment of back wages upon receipt of appropriate signatures and full releases. Prepares records and reports.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Travel will be required to make physical inspections of business establishments.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*